



Senate Employment Bulletin

Placement Office
Office of the Sergeant at Arms
Hart Senate Office Building, Room SH-116
Washington, D.C. 20510. Phone (202) 224-9167
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January 24, 2006

The Senate Employment Bulletin is published weekly as a service to Senate offices wishing to advertise staff vacancies. Updated copies are available each Tuesday and may be obtained in the Senate Placement Office, viewed online at www.senate.gov/employment or via voice recording at (202) 228-JOBS.

To apply for a position advertised in the Employment Bulletin, address responses to: SENATE EMPLOYMENT BULLETIN, SENATE PLACEMENT OFFICE, ROOM SH-116 HART SENATE OFFICE BUILDING, WASHINGTON, DC 20510, or fax to (202) 224-4477 unless the ad specifies otherwise. Indicate the Job Referral Number associated with each position on your resume, and submit a separate resume for each position for which you wish to apply. If submitting a response in person, do not enclose in an envelope.

The advertisements appearing in the Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the walk-in application and informational interview process in the Placement Office. For more information please contact the Placement Office or consult our Web site.

The United States Senate is an equal opportunity employer.

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- 012401** **LEGISLATIVE CORRESPONDENT** - A Republican Senator is looking for a Legislative Correspondent to work on Agriculture, Energy, Environment, Postal, Natural Resources, Housing, Historic Preservation, Military, and Veterans issues. This person will work closely with the Legislative Assistant on responding to and meeting with constituents, researching legislation, and other duties as assigned. **Resumes and writing samples should be faxed to (202) 224-7940.**
- 012402** **LEGISLATIVE ASSISTANT** - Republican Senator seeks Assistant Appropriations Director to assist in appropriations efforts of a Senator who sits on the Appropriations Committee. Qualified candidates must be highly detail-oriented and organized. Applicants should possess the ability to handle multiple tasks in a fast-paced environment, and work well with others in a team setting. The individual is required to meet regularly with constituents; therefore strong communications skills are required. Applicant will most likely also cover specific policy issues in addition to appropriations work. Capitol Hill experience required and appropriations experience preferred. **Fax resume, writing sample and references to the Legislative Director, (202) 224-7940.**

- 012403** **STAFF ASSISTANT** - Western Democratic Senator seeks a personable, dependable and professional staff assistant for a very busy front office. Duties include, but are not limited to: answering phones, greeting visitors, providing clerical support to mail operation, responding to inquiries from constituents visiting DC, and tallying views and opinions of constituents daily. Applicants must be able to handle high-paced work environment, have excellent interpersonal skills, be able to work well in a team environment, and have excellent oral communication skills. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 012404** **BUDGET ANALYST** - Ranking Member of Senate Committee seeks Budget Analyst to handle a variety of budget issues related to banking, SBA, housing credit and transportation. Applicants should be highly motivated and must possess strong quantitative and analytic skills, the ability to meet tight deadlines, excellent written and oral communications skills and initiative. Budget experience at the federal, state or local levels, and a background in banking SBA, housing or transportation issues is ideal. Congressional experience also a plus. **Fax cover letter and resume to: 202 228-2007**
- 012405** **STAFF ASSISTANT** - Progressive Democrat seeks highly motivated individual for Staff Assistant position in a fast-paced office. Qualified candidates must be highly organized and detail-oriented with strong writing and communication skills. Candidates should possess the ability to handle multiple tasks in a fast-paced environment and finish projects on time with accuracy. Responsibilities include assisting counsels with legislative issues, hiring and managing interns, and general administrative office manager duties. Hill experience preferred, but not required. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 012406** **STAFF ASSISTANT** - Needed for the Office of Senator Menendez from New Jersey. Responsible for greeting visitors, answering main-line calls from constituents, coordinating flag requests, and other duties as assigned. Candidates must be able to work under pressure, and long hours when necessary, communicate effectively with others, multi-task efficiently, and understand how to prioritize. Ability to write well and handle details effectively are also of importance. Must be able to speak Spanish, and New Jersey ties preferred. **Please e-mail cover letter and resume to Hannah_August@menendez.senate.gov.**
- 012407** **ADMINISTRATIVE SPECIALIST I** – Senate Sergeant at Arms seeks an administrator for clerical support, filing, data entry for Central Operations. Applicants must have strong customer service skills, be a team player who works well w/a wide variety of people. Knowledge of Capitol Hill a plus! Excellent time management, strong writing & oral communication skills mandatory. Knowledge of Word and Excel, and strong customer service skills are essential. Salary: \$33k - \$50k. **Fax resume and cover letter ASAP to 202-224-2965, or hand deliver to SH-142 Senate Hart Office Building.**
- 012408** **DATA ENTRY SPECIALIST**- Democratic Senator is presently seeking a detail-oriented individual for full-time employment in a large and fast-paced office. Responsibilities include data entry of constituent correspondence and some administrative duties. Strong computer skills required; knowledge of InterTrac and ties to Florida preferred. **Please fax resumes to 202-228-4600, attn: Office Manager.**

- 011701 JUDICIARY COUNSEL-** Western Democratic Senator seeks Judiciary Counsel to handle criminal justice, national security and homeland security matters. Applicants must have a law degree and substantial experience. Strong analytic ability, including the ability to effectively communicate analysis in both oral and written format, is essential. The position is attached to the Judiciary Committee, but will involve substantial work with the Senator's personal office. Hill experience preferred. **Please fax cover letter, resume and writing samples, indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 011702 LEGISLATIVE CORRESPONDENT** -Western Democrat seeks Legislative Correspondent with clear writing, research and oral communication skills to draft responses to constituent mail on issues including, but not limited to, agriculture and trade. The LC works closely with the Legislative Assistant for agriculture and trade and must be motivated, self-disciplined and organized. In addition to a strong grasp of policy, ideal candidates should have a keen political sense and the ability to balance the competing interests of a demographically and ideologically diverse constituency. Applicants without a strong work ethic, ability to work under pressure and attention to detail need not apply. Some mail data-entry work is likely. Previous Hill experience preferred, but not required. **Please send resume and cover letter to Mary Perko at Mary_Perko@salazar.senate.gov.**
- 011703 LEGISLATIVE CORRESPONDENT**-Western Democrat seeks Legislative Correspondent with clear writing, research and oral communication skills to draft responses to constituent mail on issues including, but not limited to, defense and homeland security. The LC must be motivated, self-disciplined and organized. In addition to a strong grasp of policy, ideal candidates should have a keen political sense and the ability to balance the competing interests of a demographically and ideologically diverse constituency. Applicants without a strong work ethic, ability to work under pressure and attention to detail need not apply. Some mail data-entry work is likely. Hill experience preferred, but not required. **Please send resume and cover letter to Mary Perko at Mary_Perko@salazar.senate.gov.**
- 011704 LEGISLATIVE ASSISTANT**-Western Democrat seeks Legislative Assistant to work on homeland security and law enforcement issues. Hill experience, law degree, and/or experience with the law enforcement community preferred. The successful applicant will be entrepreneurial, collaborative, comfortable with the legislative process and results-oriented. In addition to a strong grasp of policy, ideal candidates should have a keen political sense and the ability to balance the competing interests of a demographically and ideologically diverse constituency. **Please send resume, cover letter, and writing sample to Mary Perko at Mary_Perko@salazar.senate.gov.**
- 011705 TEMPORARY TOUR GUIDES** - The United States Capitol Guide Service is seeking individuals to assist visitors both in and around the Capitol. Responsibilities include, but are not limited to: giving tours and interpreting museum rooms indoors, as well as giving information and controlling building admittance outdoors. Qualified applicants must be able to deal effectively with the public and have excellent oral communication skills. Candidates should have a working knowledge of American history and government. An interest in art and political science is preferred. These are temporary Spring and Summer positions. **Please fax resume and cover letter indicating job referral number to (202) 224-4477, or drop off in the Placement Office.**

- 011706** **LEGISLATIVE ASSISTANT** - Southern Republican Senator on the Budget Committee has an immediate opening for a Legislative Assistant to cover principally budget and tax issues. It is essential that candidate have Hill experience and familiarity with the legislative process. Previous policy experience in these areas is required. **Salary commensurate with experience. Please fax cover letter and resume to 202-224-5007.**
- 011001** **PRESS SECRETARY** - New England Democratic Senator seeks full-time Washington Press Secretary. The Press Secretary, the lead person in the Senator's two person press office, is responsible for maintaining a close working relationship with Rhode Island print, television and radio news media, writing press releases, speeches, and statements, planning, implementing and supervising press events in Rhode Island and DC, responding to requests from state and national media and maintaining the Senator's web site. Excellent writing skills required. Applicants should have Congressional, news media, or campaign experience and relationships with Congressional reporters. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 011002** **SYSTEMS ADMINISTRATOR/PROJECT MANAGER**- Democratic Committee seeking Systems Administrator/Project Manager. Minimum 3-5 years experience in the evaluation, testing, deployment , and support of Linux, Macintosh OS X and Microsoft Windows based desktops, portables and servers. Two years experience with SQL Server, MySQL, and Oracle. Senate experience and/or project management experience a plus. Responsible for identification, requirements analysis, design, and implementation of IT systems for various users with differing requirements. Salary commensurate with experience. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 011004** **PRESS INTERNS** – Midwestern Democratic Senator seeks individuals to assist the press team with tracking media coverage, organizing press clips, photocopying and possibly writing releases. Applicants must be dependable, detail-oriented, and organized individuals with some understanding of the legislative process. Midwestern ties are a strong plus. Strong written and verbal skills are imperative, as is the ability to digest and synthesize information. The position is available for the spring semester of 2006, starting immediately and lasting through mid-May. Full-time preferred, but part-time internships may be available. Interns will be compensated with a small monthly stipend. **Please fax cover letter, resume, and writing sample to (202) 228-5765.**
- 011005** **LEGISLATIVE DIRECTOR** – Active Republican Senator seeks Legislative Director to manage office's legislative department, advise the Senator on legislative areas and assist in developing policy positions and legislative initiatives. Candidates must be highly motivated and willing to work in a fast paced environment. Hill experience and a strong understanding of the legislative process a must. **Please fax resumes to 202.228.3038**
- 011006** **CMS SPECIALIST** - Midwestern Democratic Senator has an immediate opening for a CMS Specialist. Responsibilities include primarily data entry and mail sorting with some other administrative tasks. Candidates must type at least 40 wpm and be detail oriented. Salary commensurate with experience. **Please fax resume to the attention of the CMS Manager at 202-224-1388.**

010301

PRESS SECRETARY- Western Republican Senator seeks full-time Washington Press Secretary. The Press Secretary will work directly with the Communications Director and the Chief of Staff. Responsibilities include writing press releases, speeches, and statements, preparing radio and TV spots, planning press events and responding to requests from state and national media. Excellent writing skills required. Capitol Hill, news media, or campaign experience strongly desired. **Applicants should fax resume and cover letter to 202-224-4349.**

010302

LEGISLATIVE DIRECTOR - Moderate Northeastern Democratic Senator seeks forward thinking Legislative Director with five years of Hill experience and law degree. Experience in legislative or strategic planning, working at the state and local level, and some management experience strongly preferred. **Please fax cover letter, resume, writing sample, and three references to (202) 224-4477, or drop off in the Placement Office no later than January 13th.**

122701

DEPUTY COMMUNICATIONS DIRECTOR -Midwestern Democratic Senator seeks Deputy Communications Director for fast-paced press office. Responsibilities include writing press releases and statements, booking radio and TV appearances, planning press events and responding to requests from state and national media. Candidates must be highly motivated and able to work under tight deadlines. Excellent writing skills required. Capitol Hill or campaign experience strongly desired. **Applicants should fax resume and cover letter to 202-228-0325 or drop off in the Placement Office.**

122002

PRESS ASSISTANT/ TRANSLATOR - Senior Senate Democrat seeks Press Assistant/ Translator. Candidate must be fully bilingual (English/Spanish), able to work under tight deadlines in a fast-paced office, have some familiarity with Hispanic media, good writing and research skills. Must be a fast learner. Responsibilities include compiling and translating daily press clips from Hispanic media, drafting press advisories, making pitch calls and translating press releases and other materials generated by the press office. **Please fax resume, cover letter indicating job referral number to (202) 224-4477 or drop off in the Placement Office.**

122004

CHIEF CLERK - Senate Subcommittee seeks Chief Clerk. Incumbent will assist legislative staff with Subcommittee hearing planning, preparation, and operations; maintain Subcommittee legislative and hearing records; and direct all administrative support functions including managing the Subcommittee budget and personnel matters. The Chief Clerk will also act as a liaison to other Committee and Senate support staff. The position is non-designated, therefore supports the Majority and Minority staffs and requires discretion and confidentiality in handling sensitive Subcommittee matters. Qualified candidates must be highly detail-oriented and organized with strong writing and communication skills. Applicants should possess the ability to handle multiple tasks in a fast-paced environment, and work well with others in a team setting. Hill experience preferred; committee experience a plus. Salary in the mid- 30K's Non-negotiable. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**

122005

FELLOWSHIP OPPORTUNITIES - Active Republican Senator seeks unpaid fellows on energy, education, technology and healthcare. The fellows will focus on an aggressive portfolio of issues and legislation. Strong background and experience with these issues as well as strong written and analytical skills required. Graduate degree and prior Hill experience preferred, but not necessary. One year commitment. **Please fax resume and short writing sample to 202-228-3038.**

- 122007 ENERGY AND NATURAL RESOURCES LEGISLATIVE ASSISTANT**—Southeastern Republican Senator on Energy and Natural Resources Committee seeks Legislative Assistant to handle primarily energy and natural resources issues. Previous public policy experience in these areas is required. A successful candidate has strong verbal and written communication skills, excellent research and analytical skills and is a creative team player. Salary is commensurate with experience. The office is an equal opportunity employer. **Please fax resume and cover letter to 202-228-6101.**
- 121303 LEGISLATIVE ASSISTANT** - Republican Senator seeks Legislative Assistant to cover foreign relations and humanitarian aid. Successful applicant must have at least four years of foreign policy experience in Washington or abroad, strong writing and research skills and an extensive knowledge of U.S. foreign policy. Applicants should also have demonstrable experience or understanding of humanitarian programs including AIDS/Malaria, Child Survival, food aid and USAID efforts. **Please fax resume, references and writing samples to the Legislative Director at (202) 224-7940.**
- 121304 SECURITY CLERK** -Senate Committee seeks a highly-organized, detail-oriented individual to serve as Security Clerk. Responsibilities include: administration of a classified document control system; signing for classified documents and entering classified documents into various computerized document log databases on a daily basis; conducting inventories of classified documents; preparing classified documents for archiving; preparing classified documents for destruction; familiarity with classified computers, faxes, and phones; and other administrative duties in support of Security Manager. Applicants should have general knowledge of computerized databases and office automation software; be able to manage multiple tasks under tight deadlines in a fast-paced environment with minimum supervision; and work well with others in a team setting. Position requires discretion and confidentiality in handling classified material. Applicants must be U.S. citizens who are currently cleared for access to SECRET or TOP SECRET information and be eligible for access to Sensitive Compartmented Information (SCI) and other special access programs. **Please fax resume, cover letter indicating job referral number to (202) 224-4477 or drop off in the Placement Office.**
- 121305 PROOFREADER/EDITOR** - Progressive Midwestern Senator looking for staffer to proofread/edit constituent correspondence. Excellent proofreading/editing/writing skills required, along with willingness to learn Senator's record and views. Possibility for additional responsibilities. **Please fax resume, writing sample and salary requirements to (202) 224-4477, or drop off in the Placement Office.**
- 120602 UNPAID INTERNS FOR FOREIGN POLICY/DEFENSE STAFF** - Leading Senate Democrat seeks full-time or part-time unpaid Interns to assist foreign policy/defense staff. Interns will be asked to assist staff with conducting research, memo drafting, attending hearings, answering telephones, and minor clerical duties. Potential candidates should be in the process of obtaining a graduate degree in a related field or have an extremely accomplished undergraduate record thus far. The ideal candidate will be diligent, have strong writing and analytical skills, able to handle multiple tasks at once, work well with others, and fully capable of working well under pressure. Immediate availability. **Please fax resume, and a writing sample of no more than two pages to (202) 224-2417, Attention: Foreign Policy.**

- 120603** **PRESS INTERNS** - A moderate southern Democrat is accepting applications for a full-time, spring semester, unpaid press internship. Press interns are responsible for maintaining media contact lists, fielding media calls, pitching press events, arranging interviews and press conferences, and assisting the press staff with research and other daily tasks. Applicants specifically interested in political communications are encouraged to apply. **Applicants should fax a cover letter, resume, and writing sample to (202) 228-4600, attn: Office Manager. No phone calls or drop-ins please.**
- 120605** **PAID INTERNSHIPS** - A Northwestern Republican Senator is seeking motivated full-time spring semester (Jan-May) Interns interested in acquiring Hill experience. Financial compensation is available on a competitive basis. Interns will provide administrative support to staff (sort mail, run errands), as well as perform research, draft correspondence, and attend hearings. Interns should have some college experience. Applicants should demonstrate familiarity with the US Government and policy issues. **Fax resumes, indicating job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 120606** **PRESS INTERNS** - Northeast Democratic press office offers summer 2006 full-time Press Internships in their Washington, DC office. Part-time Interns will also be considered but candidates with full-time availability will be given preference. The hours will be long but the experience is priceless. Duties include compiling press clips, organizing press conferences, conducting research studies and assisting Communications Director with day to day tasks. Candidates do not need to be from the Northeast, but an understanding of the region's geography and issues is a plus. Background in politics and press not required but candidates must have general understanding of governmental process and interest in communications. Each day is different, so flexibility and willingness to learn combined with dedication is crucial. The positions are unpaid. **Please fax cover letter, resume and references to (202) 228-1218.**
- 120607** **LEGISLATIVE ASSISTANT** – Senior Republican Senator seeks Legislative Assistant to cover homeland security issues, including immigration and border security. Candidates should have Hill experience and a background with the relevant issues. Executive branch experience also beneficial. Applicants must have strong analytical, writing and communications skills. The LA will handle relevant legislative and constituent work. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 112201** **PROFESSIONAL STAFF MEMBER** - Ranking Member seeking candidate with knowledge of homeland security and intelligence issues. Prior experience in the field required; Hill or investigative experience desired. Responsibilities will include oversight work and advising on legislative issues. **Please fax resume and cover letter indicating job referral number to (202) 224-4477 or drop off in the Placement Office.**
- 112204** **UNPAID INTERNS NEEDED FOR SPRING 2006**- Senate Republican Leadership office seeks unpaid interns for the spring 2006 term. Interns will be required to assist leadership staff with research, event promotion and facilitation, press events, as well as performing perfunctory administrative tasks such as answering phones, greeting senators and visitors, giving Capitol tours, sorting mail, running errands, conducting research, watering plants and making trips to the stationery store. Multi-tasking ability is a must; prior political experience is preferred. Full-time and part-time internships are available. Internships are unpaid. **Interested parties should fax a cover letter and resume to (202) 224-6984, Attention: Office Manager. No writing samples please.**

- 102502 BUDGET LEGISLATIVE ASSISTANT** - Conservative Southern Republican Member of the Senate Budget Committee seeks a Legislative Assistant to handle budget issues, along with issues regarding Taxation, Social Security, Fiscal Policy and the Economy. Substantive experience in these areas required. **Please fax cover letter and resume indicating job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 101804 COMMUNICATIONS DIRECTOR**– Senior Democratic Senator is seeking a Communications Director to lead creative daily and long-term media efforts for active office. Responsibilities include strategy development and implementation, oversight of DC press staff, close coordination with in-state media liaison, speech writing and substantial editorial duties. Excellent writing skills and national media contacts required. Significant Capitol Hill experience highly desirable. Salary commensurate with experience. **Email resume/writing sample/references to: communications326@yahoo.com**
- 100401 PRESS SECRETARY** – Western Republican Senator seeks Press Secretary to assist in media relations. Responsibilities include acting as a spokesperson, writing press releases and op-eds, preparing talking points and speeches, and managing tasks related to the Senator's communications with the media and constituents. Capitol Hill or campaign experience strongly desired. Salary commensurate with experience. **Please fax resume to (202) 228-0521.**
- 100403 LEGISLATIVE CORRESPONDENT** –Midwestern Democratic Senator seeks Legislative Correspondent to answer mail on a variety of domestic issues. Excellent writing and research skills a must. Congressional experience preferred but not required. Salary negotiable. **Please fax resume and cover letter indicating job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 032304 POLICE OFFICERS** - The United States Capitol Police Department is seeking qualified women and men for the position of Police Officer. The starting salary is \$43,166. After completion of all training, salary increases to \$44,678. After 30 months, salary increases to \$50,098. Benefits include: 20-year retirement, paid leave, federal life and health insurance, competitive promotion system and various speciality assignments. Applicants must pass an intense background investigation. All training, uniforms and equipment provided. **Contact the United States Capitol Police Recruiting Section at (202) 224-9819 for minimum qualifications and application procedures.**